

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Tax Clerk I P/T (274-2)
LOCATION: Craven County Tax Office
HIRING RANGE: \$9.50/hour
JOB TYPE: Part-Time/Temporary/Non-Exempt
POSTING DATE: December 15, 2015
DATE AVAILABLE: January 11, 2016
CLOSING DATE: December 28, 2015

PRIMARY PURPOSE OF POSITION

To assist taxpayers with tax listing during tax season of 2016.

ESSENTIAL JOB FUNCTIONS

Assists taxpayers on the telephone and in person with tax listing and tax information. Performs a variety of office work including filing, valuation of personal property, and addition of values on tax listing abstracts.

MINIMUM EDUCATION AND EXPERIENCE

High school diploma or equivalent is required. Training in North Carolina tax laws and policy preferred.

ADDITIONAL JOB FUNCTIONS

Must have the ability to deal tactfully and courteously with the general public. Perform related work as may be required.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Ronnie Antry at 252-636-6604.

Craven County is an Equal Opportunity Affirmative Action Employer.

